



*Indiana  
Heart Gallery*

# Technical Guidelines

*for Digital and Conventional photographs*

Portraits may be taken digitally and may be in color, B&W or sepia-toned. Note — *please do not use other color toning.*

Enlargements, printing and mounting of the final Heart Gallery print (as well as wallet-size prints for the child) will be provided by the Indiana Heart Gallery and Reedy Photoprocess Corp.

To maintain professional quality and to best portray the children, please do not use: heavy Photoshop techniques, overly busy collages, panoramic formats, seasonal props, or borders of any kind.

A photo editor will be selecting the final image from the four pre-selected favorites you will be selecting and submitting. Your photo will be credited with your name in the exhibit, bio cards, website and whenever possible, the Heart Gallery will photo credit your image when used for press or other collateral material.

## Instructions for Digital Images

Please be cognizant of your image sizes when saving digital files, as the processing lab may need to crop photos to make the image proportionate without adding borders. Images for the Heart Gallery print will be enlarged to accommodate the 20" x 24" size, maximum resolution will therefore be important to maintain the quality of the image. Do not scale or enlarge your images to the 20" x 24" size.

**Acceptable Resolution:** 10 Megapixel Cameras or better are suggested

**Minimum Image Size:** 3,904 pixels x 2,598 pixels @ 72dpi (54.25" x 36") or 13" x 8.6" @ 300 dpi (3,904 x 2,598 pixels)

**Acceptable Formats:** Tiff, EPS, Jpeg (with Maximum Quality), no color profiles will be used to process images

**Acceptable Color Spaces:** Greyscale, RGB or CMYK (all images will be converted to cmyk or greyscale for printing, greyscale images converted to cmyk or rgb for image depth is acceptable)

**Sepia-tone:** Sepia-tones, monotones and duotones will be converted to cmyk. If you are creating a toned image, please include the original (RGB) photograph, incase alterations or corrections are necessary for printing.

## Instructions for Scanned Transparencies

Please be cognizant of your image sizes when saving scanned files, as the processing lab may need to crop photos to make the image proportionate without adding borders. Images for the Heart Gallery print will be enlarged to accommodate the 20" x 24" size, maximum resolution will therefore be important to maintain the quality of the image.

**Image Size:** You may scan your images to a minimum: 10" x 12", or maximum: 13" x 16" @ 300 dpi

**Acceptable Formats:** Tiff, EPS, Jpeg (with Maximum Quality), no color profiles will be used to process images

**Acceptable Color Spaces:** Greyscale, RGB or CMYK (all images will be converted to cmyk or greyscale for printing, b&w converted to cmyk or rgb is acceptable)

**Sepia-tone:** Sepia-tones, monotones and duotones will be converted to cmyk. If you are creating a toned image, please include the original (RGB) scan, incase alterations or corrections are necessary for printing.

## Saving your files:

- Save (burn) FOUR of your favorite images onto the CD (disc) provided. Label the outside of CD case with the child's first name, the child's ID number and the name of the photographer.
- Digital images must be saved in an acceptable format (*please see above*).
- When naming & saving your four image files, please include the child's name. Please do not use spaces, or special characters. We encourage you to number your files 1 – 4. *Example: David&Amber\_1*
- Mail CD (disc) to the Heart Gallery in the CD case using the self-addressed, stamped envelope provided.



Questions/Concerns: Contact Denny Hoskins at [dhoskins@ifcaa.org](mailto:dhoskins@ifcaa.org)

[www.IndianaHeartGallery.IN.gov](http://www.IndianaHeartGallery.IN.gov)

